

INTRODUCTION

It is the policy of the City of Taft to require that new employees be fingerprinted by the Taft Police Department and that employee fingerprints be processed through appropriate federal, state and local agencies in accordance with commonly accepted procedures of the law enforcement community.

FINGERPRINTING PROCEDURE

1. The selected employment candidate shall execute a Fingerprint Release agreeing to be fingerprinted by the City of Taft and authorizing the release of information resulting from a fingerprint check, subject to the restrictions of federal, state and local legislation.
2. The selected employment candidate shall complete the required fingerprint card in accordance with instructions of the Personnel Officer.
3. Following completion of required documents, the Personnel Officer shall provide selected employment candidate with a fingerprint fee waiver statement and a typed and signed fingerprint card.
4. Following receipt of the fingerprint fee waiver and fingerprint card, the selected employment candidate shall report to the receptionist at the Taft Police Department for fingerprinting between 2:00 P.M. on the first day of active employment with the City of Taft.
5. The Taft Police Department shall process fingerprints through appropriate federal, state and local law enforcement agencies.
6. Processed fingerprint card returned to the Taft Police Department by the California Department of Justice indicating that an employee has no record shall be forwarded to the Personnel Officer for inclusion in the employee's personnel file.
7. Upon receipt of a fingerprint card accompanied by a rap sheet and other data of an employee's background, the Taft Police Department shall forward a copy of such information to the Personnel Officer in accordance with the provisions of Resolution 2184-94 of the City of Taft adopted pursuant to Section 11-5 (10) of the California Penal Code.
8. The Personnel Officer shall retain the completed Fingerprint Release for inclusion in the employee's personnel file.